

<p style="text-align: center;">CM/ECF</p> <p style="text-align: center;">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p style="text-align: center;">Chapter II</p> <p style="text-align: center;">Case Opening</p>
	<p style="text-align: center;">Section 1.4.4</p> <p style="text-align: center;">Corporate Ownership Statement</p>

IV. File Corporate Ownership Statement.

STEP 1 Select **Bankruptcy** from the main menu.

STEP 2 The **Bankruptcy Events** screen will display. Click **Other..**

STEP 3 The **Case Number** screen will display.

Enter the complete case number. This field will default to the last case number entered by the registered user. Examples of the case number format are provided by the system. Click **Next**.

STEP 4 **Verify the identity of the case.** If the case number is incorrect, use the browser's back button to return to the prior screen. Click **Next**

STEP 5 The **Miscellaneous** screen will display. Select **Corporate Ownership Statement**. Use the drop down list to locate the selection, or click on the "c" key repeatedly until the selection appears. Click **Next**.

STEP 6 The **Select Party** screen will display. Select the debtor filing this document. Click **Next**.

STEP 7 The **PDF Document Selection** screen will display.

◆ Click **Browse** to navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.

◆ The **Attachments to Document** option defaults to **No**. Click **Next**.

NOTE: If your PDF document exceeds 3.0 mega bytes it must be broken down into smaller files. Refer to Chapter I, Section 7 "*Attachments to Documents*" for instructions on how to file attachments. Click **Next**.

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter II Case Opening
	Section 1.4.4 Corporate Ownership Statement

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

Attachments to Document: ☒ No ☐ Yes

CRITICAL ISSUE - The image **MUST** be viewed before attaching it to ensure that it is the correct document.

STEP 8 Click **Next** at the following confirmation screen.

STEP 9 The **Docket Text: Final Text** screen will display. **This is the screen which commits the transaction.** Click **Next**.

Docket Text: Final Text

Corporate Ownership Statement Filed by Debtor ABC Corp.. (Cradic, Cam)

Attention!! Submitting this screen commits this transaction. You will have **NO** further opportunity to modify this submission if you continue.

STEP 10 **Notice of Electronic Filing (frequently referred to as the NEF)** - This is the verification that the document has been filed electronically.

- ◆ The NEF will be served upon all case participants authorized to receive electronic service.
- ◆ To view the court docket and/or notice, click on the case/docket number [hypertext](#) link and the system will prompt the user for a PACER login.